

Common Archival University Records

Archival Records Series (Universities)			On schedule (with associated notes)?
<u>I</u>	1.1.004	Legislative Appropriation Requests	
<u>O</u>	1.1.007	Correspondence - Administrative	
<u>I</u>	1.1.011	Executive Orders	
<u>O</u>	1.1.013	Calendars, Appointment and Itinerary Records	
<u>O</u>	1.1.014	Legal Opinions and Advice	
<u>O</u>	1.1.019	Public Relations Records	
<u>I</u>	1.1.023	Organization Charts	
<u>O</u>	1.1.024	Plans and Planning Records	
<u>O</u>	1.1.040	Speeches, Papers, and Presentations	
<u>O</u>	1.1.048	Litigation Files	
<u>I</u>	1.1.055	Strategic Plans	
<u>I</u>	1.1.058	Meeting Agendas and Minutes	
<u>I</u>	1.1.062	Meetings - Supporting Documentation	
<u>I</u>	1.1.066	Reports - Biennial or Annual Agency (Narrative)	
<u>O</u>	1.1.067	Reports and Studies (Non-Fiscal)	
<u>O</u>	1.1.070	Agency Rules, Policies, and Procedures - Final	
<u>O</u>	1.1.071	Agency Rules, Policies, and Procedures - Working Files	
<u>O</u>	1.1.073	Administrative Hearings	
<u>N/A</u>	1.1.074	Sunset Review Report and Documentation	
<u>O</u>	1.3.002	Publication Development Files	
<u>I*</u>	4.5.003	<i>*If no 1.1.066: Annual Financial Reports</i>	
<u>O</u>	5.2.001	Appraisals - Building or Property	
<u>O</u>	5.2.002	Building Construction Project Files	
<u>O</u>	5.2.003	Building Plans and Specifications (state owned only)	
<u>O</u>	5.2.028	Building Construction Contract and Inspection Records	
State Publications Depository Program comment needed in Remarks section			
1.1.004	Legislative Appropriation Requests		
1.1.055	Strategic Plans		
1.1.066	Reports - Biennial or Annual Agency (Narrative)		
1.3.001	State Publications		
4.5.003	<i>If no 1.1.066: Annual Financial Reports</i>		